NRCS

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Transmitted via Email

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MINNESOTA BULLETIN NO: 110-6-1

SUBJECT: DISTRIBUTION AND GATHERING OF INFORMATION TO AND FROM FIELD
OFFICES

<u>Purpose.</u> To clarify policy on distributing and requesting information from field offices.

<u>Expiration Date.</u> September 30, 2007

The Minnesota NRCS Leadership Team is implementing the following decisions concerning the distribution of bulletins and requests from the state office requiring field office response;

- To the greatest extent possible, any time the state office is requesting information or data from field staff a Minnesota bulletin will be issued. Each bulletin will include instructions that the information will be routed from the field office through the Area Office to the state office contact. This will allow Area staff to track which of their field offices and staff has responded.

- Whenever possible the field staff will be given at least 21 working days to prepare and submit their response.

- The state office will work with ITS to develop e-mail groups for District Conservationists and all appropriate bulletins will be sent via e-mail directly to all DCs with copies to appropriate Area staff. Field staff should check e-mail on a regular basis to keep informed of action items needing responses.

- All Minnesota bulletins will be posted on the MN NRCS web site at
  http://www.mn.nrcs.usda.gov/intranet/bulletin.html.

    Checking this site on a regular basis will insure that information is being disseminated and received on a regular basis.

- The subject line on all bulletins being distributed via e-mail will specifically state the bulletin number, such as 300-6-47

These provisions will take effect immediately. Questions concerning these policy decisions should be directed to your supervisor.

    /s/

WILLIAM HUNT
State Conservationist

DIST: AE